Nanyang Technological University
Student Code of Conduct

Part I. Community Standards

1. Introduction

2. Scope

3. Honour Pledge

4. Student Responsibilities
Compliance with University rules
Integrity in learning and research
Respect for others
Confidentiality and privacy
Representing oneself and the University
Use of University resources and facilities

Part II. The Student Code of Conduct in Practice

5. Examples of misconduct

6. Reporting suspected misconduct

7. Investigating suspected misconduct & the disciplinary procedure

8. Further information

Part I. Community Standards

1. Introduction

Nanyang Technological University ("University" or "NTU") is committed to high standards of ethical and civil conduct. The University strives to achieve an environment in which learning (whether from peers, faculty, administrators, or the larger society) is accomplished with openness, honesty, and respect.

The Student Code of Conduct ("Code") articulates the University's standards of conduct that are necessary for all students to have a meaningful learning experience. Such standards are intended to cultivate an environment conducive to student learning, within and beyond the formal curriculum. These standards are regularly advocated through education and appropriate messaging by Schools, Halls and Departments to the University student community. These community standards are based on the following core values of the University:

Truth, and the pursuit of truth, which depends on the integrity of all members of the community;

Trust which creates a climate of respect for the individual, and encourages self-respect which makes an individual worthy of trust;

Justice which enables a free and fair society; and requires all members of the University community to share the responsibility of upholding high standards of conduct.

2. Scope

The Code applies to every student from the time of his admission either as a candidate or participant for any degree, diploma, certificate or programme of the University, or as an exchange student until:

(a) the student is awarded the degree, diploma, certificate for which he is a candidate or on completion of the programme;
(b) the student ceases to be enrolled as an exchange student; or
(c) the person ceases to be a student of the University through withdrawal from candidature/enrolment or failure to satisfy any requirement for the degree, diploma, certificate or programme, or for such other reason as may be permitted by the University.

The Code applies to:

- conduct on campus.
- conduct off campus in association with:
  - academic courses or any credit-bearing requirements such as internships, attachments, field trips, or exchange programmes;
  - any activity relating to the pursuit of a degree, such as a research placement at another institution or a professional practice assignment;
  - any activity sponsored, conducted, or authorized by the University or by registered student organizations;
  - any activity involving the representation or use of the University's name or property;

- conduct that impinges on the interests or standing of the University or any member of the University community.
- use of University computing or network resources.

3. Honour Pledge

All students must abide by the University Code of Conduct and Student Code of Conduct. Each student acknowledges their responsibility to abide by the Code by reciting the NTU Honour Pledge and/or completing an online declaration.

The NTU Honour Pledge:

As a student and responsible member of Nanyang Technological University, I pledge to:

- *abide by the University Code of Conduct and the Student Code of Conduct, and its guiding values of truth, trust and justice;*
- *be honest in my academic work;*
- *conduct myself with integrity and uphold the name of the University at all times; and*
- *respect the rule of law and the rights of others.*

(All these I pledge on my honour, with my peers as my witnesses.)

4. Student Responsibilities

All students are expected to conduct themselves in a manner consistent with the University's education and research mission. Each student is individually responsible and accountable for their own conduct. As members of the University community, all students are collectively responsible and accountable for upholding high standards of conduct.

Compliance with University rules

Students must be aware of and comply with:

- University Code of Conduct
- Student Code of Conduct
- University statutes, rules, regulations, directives, policies and procedures
- Singapore law
- The laws of any country that they visit during their time as an NTU student.
- The rules of any university, institution or organisation that they visit, attend or work at during their time as an NTU student.

A student cannot reasonably claim innocence of a violation of the Code on the grounds of ignorance.

A student has to declare all criminal convictions, reprimands, warnings, police cautions, and any pending prosecutions against him / her in Singapore (including SAF Military Courts, SPF or SCDF Disciplinary Board) and any other country. Any intentional failure to make such a disclosure will itself be considered as misconduct that may subject the student to disciplinary measures.

If a student suspects that a fellow student is acting in a manner inconsistent with the Code, the student is expected to report the suspected misconduct to the Director of Student Affairs as soon as possible.

Integrity in learning and research

The University endeavours to inculcate a spirit of learning and growth. Students are expected to maintain academic integrity and also respect and comply with the conventions of academic scholarship as outlined in the University's Student Academic Integrity Policy.

Students are responsible for:

- Being knowledgeable about their programme and course requirements.
- Attending classes and submitting work in a timely manner.
- Informing a relevant faculty member as soon as possible of anything which may affect their studies.
- Being prepared for and taking advantage of all learning opportunities, within and beyond the curriculum, and moving towards intellectual independence.
- Actively developing their social, academic, professional and communication skills.
- Providing considered and honest feedback to the University on the quality of learning, teaching and the University experience.
- Being prepared for, and actively contributing as a member of any University committees.

As a research-intensive institution, the University attaches great importance and is committed to the highest level of good research practice with a policy of zero tolerance for research misconduct. Students involved in research, whether at undergraduate or graduate level, are required to sign a declaration that they have read, understood and agreed to abide by the University's Research Integrity Policy and Procedures and to undertake any appropriate training specified by the University. In addition, all involved in research involving human subjects must adhere to the requirements of the Institutional Review Board, and those undertaking research involving animals must comply with the requirements of the Institutional Animal Care and Use Committee.

Respect for others

To enable students to develop as individuals, the University is committed to providing an environment of equal opportunity, free of harassment and disruptive behaviour.

Students must treat fellow students and other community members with respect, courtesy and collegiality. The University welcomes diversity and encourages students to share and develop ideas in a stimulating atmosphere of mutual respect.

Students are expected to show respect and be sensitive towards the beliefs, customs and cultures of others. Students are expected to respect the opinions of others and to engage in informed intellectual debate.

The safety of all community members is a shared responsibility. Students must not endanger the safety of other members of the University or the community at large. Students must comply with the University's occupational health and safety requirements.

Students are expected to avoid conduct that disrupts the teaching, learning, research, or professional activities of other students or community members.

Standards of conduct that apply in face-to-face interaction must also be maintained in an NTU student's use of online and social media.

Confidentiality and privacy

In the course of studies or other dealings with the University, students may have access to information that is classified as confidential or proprietary and intended for restricted circulation only. Students must treat such information with due respect for its sensitivity and confidentiality, in compliance with all applicable laws and agreements and the University's policies and principles on the use, protection and disclosure of restricted information.

Restricted information must not be disclosed to any party without the prior approval of the relevant University authority and without firstputting in place the confidentiality agreements or non-disclosure documents and other safeguards which may be required by the University.

Students are expected to respect the privacy of all University community members.

Representing oneself and the University

Students must represent not only themselves but also the University to the best of their ability. NTU students are expected to be mindful of the University's vision and mission when representing the University. Students are expected to act in a manner that promotes the interests and welfare of the University community, as well as the reputation and dignity of the University.

Students are expected to be socially responsible when consuming alcohol and when accompanying friends who are consuming alcohol.

Students are expected to dress appropriately, as befitting the status of university students, as well as the occasion.

Use of University resources and facilities

Students are expected to use all University resources and facilities responsibly and in accordance with applicable laws, rules and policies.

The University provides resources and facilities for use by all members of the University community. As these resources and facilities are shared, members must be considerate to others by using them in an appropriate manner.

Students must report any faults or concerns about University resources and facilities to the relevant point of contact as soon as possible. Acts of theft, vandalism and intentional damage undermine the community spirit and will deny others the benefit of using shared resources and facilities.

i. Venues

Students are expected to be considerate of the needs of others, and be prepared to cooperate with other users to maximise opportunities for all users. All venues must be returned to their original condition after use.

ii. IT resources

IT resources such as computers and internet access are provided by the University to aid student learning and research. Students are responsible for maintaining their computer account and proper use of the University's IT resources. For more information about the use of IT resources, visit the Centre for IT Services (CITS) website.

iii. Equipment and materials for loan

All equipment and materials loaned from the University must be returned in their original condition in a timely manner. Wear and tear due to normal use is expected.

iv. Library Resources

All resources provided by Library are subject to third party licence agreements. Usage of such resources are restricted to non-commercial, educational, scholarly and research purposes only. Students shall abide by the policies published on Library's website ("Library Policies") when using all materials and e-resources made available by Library. Any student who fails to comply with Library Policies or found to be misusing Library resources may be subject to disciplinary measures.

Part II. The Student Code of Conduct in Practice

5. Examples of misconduct

This section provides selected examples of acts of misconduct that violate the Student Code of Conduct. Students may be subjected to disciplinary action for such acts. List of examples:

a) Academic misconduct
b) Aiding or abetting misconduct
c) Animal abuse
d) Anti-social behaviour
e) Attempt to commit misconduct
f) Computer crimes
g) Disclosure of confidential information
h) Discrimination
i) Gambling and other vices
j) Harassment and bullying
k) Interference with University activities
l) Misuse of, or damage to, University property
m) Non-compliance with University rules and national laws
n) Ragging
o) Retaliation
p) Smoking outside designated areas
q) Unauthorised access
r) Unauthorised recording without knowledge
s) Unauthorised sale of alcohol
t) Unauthorised use of the NTU name or logo
u) Unlawful or criminal activity

a) Academic misconduct

Acts such as cheating, collusion, fabrication, plagiarism, falsification, facilitating academic dishonesty, and violation of intellectual property and copyright laws of any nature are considered to be academic misconduct.

b) Aiding or abetting misconduct

A student who aids or abets misconduct may be found guilty of misconduct. In addition to the individuals committing an act of misconduct, other students with knowledge of the planning of the action or who are present at the time of the action and do not notify University officials may be found guilty of misconduct.

When an act of misconduct is performed by a group, in furtherance of the common intention of all, each of the group members is liable for that act in the same manner as if the act were done by him or her alone.

c) Animal abuse

Abuse of any animal, be it wild, stray, domesticated, or for research or teaching purposes, is considered misconduct.

d) Anti-social behaviour

Examples of anti-social behaviour include, but are not limited to:

- Endangering behaviour (Defined as taking, or threatening, action that endangers the safety, physical or mental health, or life of oneself or any person, or creates a reasonable fear of such action);

- Stalking and cyberstalking (Defined as engaging in a pattern of unwanted behaviour directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.)
- Voyeuristic recordings or photography
- Lewdness or indecent exposure;
- Reckless driving;
- Disturbance of peace or causing a public nuisance;
- Being unable to take care of oneself in any area of the University, or while representing the University, due to consumption of alcohol.

e) Attempt to commit misconduct
A student who attempts to commit misconduct may be found guilty of misconduct.

f) Computer crimes
Computer crimes such as illegal downloading, distribution, and/or possession of obscene or pornographic materials are considered acts of misconduct.

g) Disclosure of confidential information
Divulging confidential, proprietary or personal information relating to any University matter, employee or student in circumstances where there is no judicious or lawful reason for doing so is an act of misconduct.

h) Discrimination
Discrimination against a person or group on the basis of national origin, culture, ethnicity, religion, gender, age, disability, sexual orientation or any other trait is strictly prohibited.

i) Gambling and other vices
Gambling within the campus is considered an act of misconduct.

j) Harassment and bullying
All forms of harassment, including sexual harassment, and bullying are expressly forbidden in NTU, including by physical, verbal or electronic means. Students should be familiar with NTU's Anti-Harassment Policy and Procedure (Students).

k) Interference with University activities
Any conduct which results in the obstruction or disruption of functions, activities or duties of the University or its employees and students is considered misconduct. Acting in a manner that is prejudicial to the order or interests of the University or brings the University into disrepute is also considered misconduct.

Other examples include:
- Failing to comply with legitimate directives of an authorised University official in the performance of their duties.
- Unauthorised altering of, or falsifying or fabricating any document or records of the University.
- Falsely declaring, or altering without authorisation, or falsifying or fabricating any documentation or information that the University requires of the student.
- Refusing, or being unable, to identify oneself when asked to do so by an authorised University official.

- Dishonest conduct including knowingly reporting a false emergency, or knowingly making a false accusation of misconduct.

l) Misuse of, or damage to, University property

Actual or threatened damage to University property, whether done intentionally or with reckless regard is not permitted. Camping or lodging on University property other than in authorised facilities is prohibited. Misuse of University resources or facilities, i.e. utilisation of University property in a manner for which it was not designed, may constitute an act of misconduct.

m) Non-compliance with University rules and national laws

Violation of any University statute, rule, regulation, directive, policy, or procedure, or national law may constitute an act of misconduct.

n) Ragging

'Ragging' (also known as 'hazing') is defined as any action taken or situation created that causes a risk of harm to an individual's physical, emotional or psychological wellbeing, in conjunction with induction into a group. Such unacceptable acts should not be perpetrated in the course of inducting a new member into a group (for example, during a Freshman Orientation). This is regardless of whether the act is voluntarily agreed upon or not. Consent of the participants is not a valid defense to a charge of ragging. Such "rituals" not only display a lack of respect for the individual, but also cultivate an atmosphere of fear, humiliation and intimidation. Examples of ragging are given in Appendix A.

Disciplinary measures will be taken against any student(s) and/or student group(s) who are found responsible for such activities, including: individuals conducting the ragging; the group(s) associated with the ragging; the group's leadership; others with knowledge of the planning of ragging activity and who do not notify University officials.

o) Retaliation

The University prohibits retaliation (also known as 'victimisation') in any form that a student may carry out against any faculty, staff, student, or member of the public, who files an allegation, serves as a witness or participates in an investigation of misconduct. It will expend all reasonable efforts to protect the victims of the retaliation.

Retaliation is a serious violation that can subject the offender to an investigation and disciplinary measures beyond those that stem from the original alleged misconduct.

p) Smoking in prohibited areas

As part of the University's effort to provide a healthy environment for all community members, smoking is prohibited on campus, except in the Designated Smoking Areas (DSA). This is in line with the Smoking (Prohibition in Certain Places) Act administered by the National Environment Agency (see NEA's "List of Places Where Smoking is Prohibited").
First-time offenders, who smoke in campus areas other than the DSAs, will be issued a formal written warning. Repeated offenders will be penalised.

(Smokers who wish to receive personalised help to quit smoking can call the Health Promotion Board's QuitLine at 1800 438 2000, or approach the University Medical Centre for assistance).

q) Unauthorised access

Accessing another's personal or private space or property without consent, or coercing or encouraging others into gaining access, is considered an act of misconduct. This may include but is not limited to accessing another's place of residence, bedroom, bathroom, office, data storage units (e.g. filing cabinets, files, computer disks), computer, or other electronic devices without consent.

r) Unauthorised recording without knowledge

Making a video, audio or photographic record of any person, without his or her prior knowledge, in a location or under circumstances where there is a reasonable expectation of privacy is an act of misconduct. The storing, sharing, and/or distributing of such videos, audio and photos by any means is also prohibited, whether directly or indirectly obtained.

s) Unauthorised sale of alcohol

Selling alcohol on campus without authorisation is an act of misconduct. Alcohol may be sold, served and distributed at events organised by registered student organisations upon approval from the Student Affairs Office.

t) Unauthorised use of the NTU name or logo

Unauthorised use of the NTU name and/or logo is not permitted. Use must be authorised by the Corporate Communications Office as the NTU name and logo carry the public image of the University and are the intellectual property of the institution.

u) Unlawful or criminal activity

Students continue to be subject to national and international laws while at University. Students found to be engaging in unlawful or criminal activity, or suspected of engaging in such activity, or attempting to engage in such activity will be reported to the Police. Engaging, or attempting to engage, in unlawful or criminal activity also constitutes an act of misconduct. This is regardless of whether the activity takes place on or off campus.

6. Reporting suspected misconduct

If a student suspects that a fellow student is acting in a manner inconsistent with the Code, the student is expected to report the suspected misconduct through any of the following channels as soon as possible:

- the Head of any Unit or his /her delegate (e.g. Associate Deans / School Chair / Associate Chairs / Programme Directors, head of department);
- a Senior Faculty-in-Residence or any Faculty-in-Residence; or
- the Ethics and Compliance Committee, at
  - i) Online Form: Click here
  - ii) Hotline: 6592 3797
  - iii) Mail to: The Ethics and Compliance Committee
Nanyang Technological University
71 Nanyang Drive
NTU Innovation Centre, Unit #04-01
Singapore 638075

Reports made to any of the above channels should include:

- the name and contact details of the student reporting the incident.
- the name of the person(s) suspected of misconduct (if known).
- the details of the suspected misconduct.

Students are also expected to take immediate action if they suspect that a fellow student is acting in a manner inconsistent with the Code, if safe to do so. It is not always easy to act in such situations but several alternatives are available and these are not mutually exclusive:

- Speak directly with the individual to gain clarity, and inform them about the concern.
- Publicly call attention to the act as it is occurring.
- Alert a University official about the act as it is occurring.

7. Investigating suspected misconduct & the disciplinary procedure

Allegations of misconduct are extremely serious matters and must be dealt with in the fairest manner possible. All reports of suspected misconduct will be thoroughly investigated. In cases where misconduct is found to have occurred, i.e. violation of the Student Code of Conduct, the student(s) will be subjected to the disciplinary procedure.

8. Further information

Policies, procedures and other documents of the following universities were reviewed and partially adapted for NTU's Student Code of Conduct:

Duke University
National University of Singapore
Ohio State University
Rice University
Stanford University
University of California at Berkley
University of Melbourne
University of Queensland

Issued: August 2014
Last Review: May 2023
Next review: May 2026

Appendix A

Guide for designing appropriate activities

All activities organised by student groups, including official clubs and societies, should create a positive sense of community at the University.

The following questions can help individuals and groups assess the appropriateness of a planned activity:

1) Does the activity promote and conform to the ideals, values, and mission of the University and the student group?

2) Is it an activity that all members (current members and those interested in joining) engage in together?

3) Will this activity increase new members' respect for the group and all members of the group?

4) Is the activity free of mental anguish and physical discomfort?

The potential for ragging typically arises as part of a student's induction into a group in which the exercise of power by senior and current members over new members is unreasonable and unnecessary, and compliance is based on threat or a sense of fear and insecurity.

Examples of ragging include activities when participation involves:

- Marching in line or line-ups
- Physical training or strenuous physical activity except in the context of sports teams and official training
- Wearing apparel which is not in good taste and/or inappropriate for the occasion or climate
- Enforced periods of silence
- Being subjected to aggressive shouting or verbal abuse
- Standing for an unreasonable length of time
- Imposition of personal servitude, including organisers texting or calling participants at various times of the day and night in order to run errands
- Sleep deprivation or interruption of sleep
- Expected or forced consumption of food or other substance
- Acts of humiliation or degradation (including partial or complete nudity, wearing degrading or humiliating apparel or temporary markings on skin)
- Restrictions on eating, drinking or bathing
- Interruption or interference with academic commitments
- Compromising (including sexual) situations
- Mental anguish
- Physical discomfort
- Activities that would not normally construe ragging but because of time, place or manner make them inappropriate